

## Fraud Awareness and Prevention Week – Facilitator Instructions

The lesson plans offered facilitate Fraud Awareness and Prevention Week training sessions and events. This training is easy to pick up and use almost immediately. Each lesson plan varies in length - includes a fraud related video, potential discussion questions, and additional resources on fraud awareness and prevention. To ensure your training session success:

### Fraud Impacts Us All!

1. Select a video that fits best with your agency. Review the synopsis in each lesson plan.
2. Watch the video to understand the content.
3. Review the background and fraud theory section of the lesson plan to refresh on fraud theory. Familiarize yourself with fraud theory and terms. Links to additional resources are available for a more in-depth review. Familiarize yourself with the discussion questions and add agency specific information or discussion questions, if applicable.
4. Prepare to discuss. Think about answers to the discussion questions in advance. You can consult the [MMB Internal Control and Accountability Unit](#) on any of your preparation, this includes a “run-through” discussion to generate ideas.

### Target Fraud Risks!

5. Consider collaborating with other areas in your agency that also conduct training (IT, human resources, employee development, etc.)
6. Plan to train virtually. For more impact, link the video and discussion to your agency.
7. Conduct a test of technology needed to train. Use agency approved formats for virtual training sessions.

### Leverage Internal Controls!

8. Advertise to increase participation.
9. Consider handout attachments or visual enhancements for virtual training.
10. Track attendance to measure success.

### Responsibility to Report!

11. Know your reporting mechanism to inform others. Know and prepare to respond to questions on your agency reporting mechanism.

## Continue Anti-Fraud Culture!

12. Train employees to prevent and detect fraud. Employee training in fraud prevention strengthens the statewide internal control system.
13. Close with remarks to emphasize state employee requirements and the impact of fraud and on state agency and employee obligations. Increase the perception of detection with frequent communication on the importance of fraud prevention and agency internal controls.

Thank you for your leadership to facilitate a fraud awareness and prevention training session. We hope the lesson plans benefits your agency and minimizes resources needed to prepare and train.

If you have questions before your training session date, please contact the [MMB Internal Control and Accountability Unit](#).